



600.02 Corrections Division Philosophy

Number Series: 600 - Corrections Division

Sheriff's Approval: Digital

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Review Due Date: May 28, 2019

Review Frequency: Annually

600.02-1 Policy:

The written statements below describing the philosophy, goals, and policies of the Hendry County Sheriff's Office Corrections Division shall be reviewed annually and updated as necessary.

600.02-2 Corrections Division Function:

- I. Corrections Division operations consist of many diverse activities that are directed toward the attainment of objectives of deterring crime and assisting individuals to function within the norms of conduct established by the community.
- II. Activities such as classification and administering inmate programs and services are objectives within themselves, and are methods of achieving the objectives of the Hendry County Sheriff's Office.

600.2.3 Philosophy, Goals and Policies:

- I. Corrections Division facilities are designed and constructed to provide the public with safe and secure structures that comply with the standards set forth by local, state, federal, and other governing bodies.
- II. Corrections Division facilities shall ensure that those persons remanded are provided with safe, secure, and humane treatment consistent with applicable standards, laws, judicial decisions, and other operating directives.
- III. Alternatives to incarceration shall be utilized in every case consistent with the responsibility to ensure public safety and the protection of inmate rights.
- IV. Inmates will be classified to the least restrictive mode of housing based upon standardized classification criteria, and the public, inmate and staff safety.
- V. Essentials of human life, i.e., medical and mental health care, nutritious meals, recreation, clean environment, religious counseling, and educational opportunity will be provided to all inmates.
- VI. The continuity of family and community contact will be encouraged by appropriate policies governing visiting, telephone use, mail, and volunteer involvement. Community involvement will be encouraged through the use of citizen volunteers and volunteer organizations.

600.2.4 Development, Availability, and Review

- I. Staff members are encouraged to participate in the development and implementation of Corrections Division goals, objectives, and policies. Suggestions should be routed through the member's chain of command to the Jail Administrator or designee.
- II. Documents describing the Corrections Division's philosophy, goals, and policies will be available to staff, inmates, and the general public without restriction, unless specifically protected by the Sheriff as material essential to the security of the jail.
- III. Documents describing the Corrections Division's philosophy, goals, and policies will be reviewed annually and updated as necessary.

600.02-5 Directives

- I. It is essential that directives communicate desired information to concerned staff members as accurately as possible. Directives shall be well researched, properly drafted, and subjected to appropriate staff review for concurrence.
- II. The Jail Administrator may issue a directive as long as it affects only the Corrections Division and does not conflict with the directives issued by the Sheriff. When more than one Hendry County Sheriff's Office division is affected, directives shall be issued by the Sheriff or designee.

600.02-6 Supervision of Operations

- I. Proper supervision is essential to maintain a professional level of competency in jail operations. The Corrections Division is an organization with responsibility and accountability throughout the chain of command.
- II. The first promotional level (Sergeant) above the entrance classification level is generally the first level of supervision, which has primary responsibility to guide, train, direct, and motivate subordinates.

600.02-7 Officer in Charge

Command of resources shall rest with the ranking officer on duty. Such person has the authority to direct the operation and is responsible for the outcome. A senior operational member at an emergency scene who chooses not to take command may be held accountable for any unfavorable developments, which he or she could have prevented by assuming control.

600.2.8 Duty Assignment

- I. Allocation of staff to specific assignments is made with the aim of establishing optimum effectiveness. It is necessary to recognize the needs, abilities, and preferences of individual staff members.
- II. Operational needs optimize effectiveness in achieving Corrections Division objectives will be on the basis for staffing, shift and facility assignments. Changes of tours of duty shall not be made by virtue of disciplinary action proceedings.
- III. All new shift staff members who are appointed to positions and classifications that require shift operations will be assigned according to staffing needs.

- IV. Staff members shall be notified as soon as possible regarding being transferred to another shift.

600.02-9 Training

- I. The Hendry County Sheriff's Office has an obligation to provide a professional service to the community. In fulfilling that responsibility, it is essential that staff be properly trained. This is not true only at the entrance level, but throughout a member's career as a continuing process.
- II. Training provided to recruit officers is a continuation of the selection process, whereby efforts are made to screen out those who are lacking in the aptitude needed to serve in the field of corrections. In recruit training, emphasis is placed on developing the reasoning ability and judgment factors of each recruit.
- III. It is the responsibility of all members to teach those with whom they work with, the skills and knowledge necessary to perform the duties at hand. Supervisory staff at all levels has the responsibility not only to train subordinates to perform assigned tasks, but to familiarize subordinates with supervisory duties. With additional skills, members can be prepared to assume additional responsibilities as the need arises.

600.02-10 Advancement

The vitality of the Corrections Division is maintained through selection and promotion of competent staff to positions of increased responsibility. The selections process must ensure proficient assessment of member performance, accurate evaluation of promotional candidates, and advancement of the most qualified candidates.

600.02-11 Budgeting

The budgetary process is prescribed by law and is an essential planning tool. Budgeting enables the Corrections Division to organize its financial resources in an effort to derive the optimum return of tax dollars expended. The budget process is an evaluation of relative needs based upon qualitative and quantitative analysis, and is monitored on an ongoing basis.

600.02-12 Planning

The Jail Administrator shall devise long-range plans involving all available resources. Discussion of operational plans with division members is imperative, and the requirement that staff assist in the planning process is commensurate with the degree of responsibility and accountability for the results of that action.

600.02-13 Records / Public Information

- I. Records shall be maintained in compliance with statutes, judiciary directives, as a public service, as an administrative aid, and to provide statistical data.
- II. Corrections Division routine records, while not confidential, should not be released except upon section approval of the appropriate supervisor. Arrest and criminal records information requests shall be referred to the proper authority.

- III. The Corrections Division seeks to establish a climate in which the news media may obtain information of public interest. However, certain information shall be withheld to protect individual rights, to avoid interference with operations of criminal justice system agencies, or because the information is legally privileged, as is provided by law and policy.
- IV. Full public disclosure and openness in matters of public interest are necessary. The Corrections Division shall disseminate accurate and factual accounts of occurrences or events of public interest that are consistent with the protection of legal rights of involved individuals, and maintaining confidentiality as required of all Hendry County Sheriff's Office records.

600.02-14 Intra-Office Communications:

Hendry County Sheriff's Office maintains an intra-office communications network to provide rapid and efficient response and to facilitate management control. All methods of intra-office communication, including radio, telephone, computer terminals, e-mail, and FAX machines shall be utilized for official business only.

600.02-15 Vehicles

Vehicles shall be utilized for the movement of inmates, and to provide logistical support for Hendry County Sheriff's Office operations. Vehicles shall be maintained in such condition as to be capable of safe operation consistent with the intended and assigned use. Members have a duty to operate vehicles in a legal, safe, and courteous manner.

600.02-16 Community Relations:

- I. Community relations are cultivated by positive interaction between the public and Corrections staff and represent unity and common purpose. Corrections staff must strive to establish a climate in which duties may be performed with public acceptance.
- II. Community responsiveness must be evident at all levels of the Corrections Division through demonstrations by Corrections members of their willingness to listen and display genuine concern during contact with the public. While interacting with the public, each member must attempt to make the contact one that inspires respect and generates cooperation and approval.

600.02-17 Staff Judgments:

It is not a prerogative of Hendry County Sheriff's Office Corrections Division members to render judicial judgments relating to guilt or innocence of any individual in custody.

REFERENCES

State/Federal Regulations:
Florida Model Jail Standards

FCAC:
N/A

PREA:
N/A

Forms:
N/A

Other Policy/ Procedure References:
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